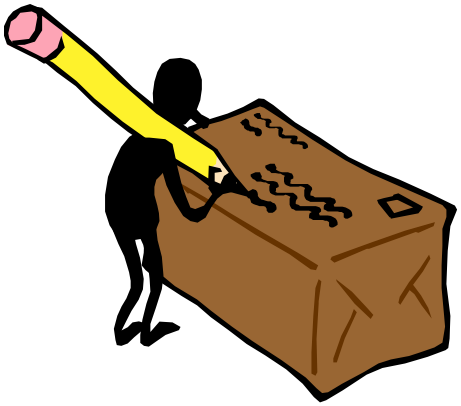
510th Postal Company

Using The Army Post Office (APO)



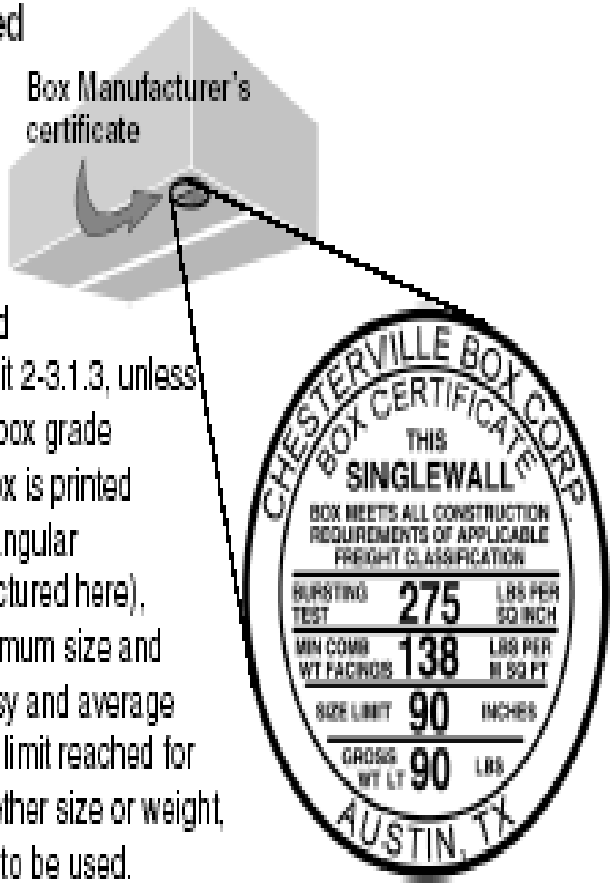
Total Package Delivered!

Package Preparation

- Choose a good sturdy box.
- Allow at least 2” of space all around the inside for cushioning material.
- Place an additional piece of paper on the inside with the “TO” and “FROM” address on it.

Solid and Corrugated Fiberboard

A solid and corrugated fiberboard box is acceptable for all load types up to the weight and size limits shown in Exhibit 2-3.1.3, unless otherwise specified. The box grade (bursting strength) of a box is printed within the circular or rectangular boxmaker’s certificate (pictured here), which lists the box’s maximum size and gross weight limits for easy and average loads. The first maximum limit reached for an item to be mailed, whether size or weight, governs the grade of box to be used.

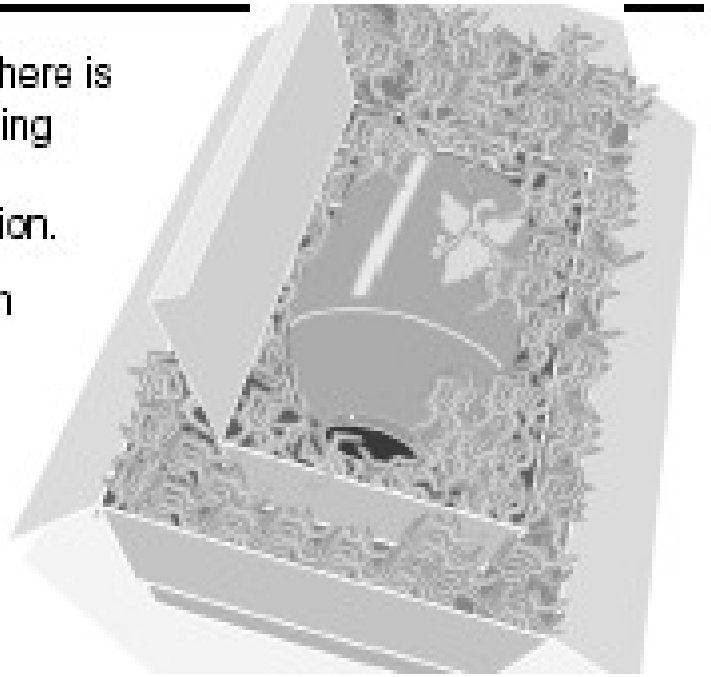


Publication 2, January 2002

Provide Adequate Cushioning

Cushioning is important because, if there is enough cushioning material in a mailing container, it absorbs and distributes forces of shock, pressure, and vibration.

Cushioning should keep an item from touching its mailing container and should separate multiple items from each other. In other words, cushion each item above, below, and on all sides.



Publication 2, January 2002

When several items are packed together, they should be protected from one another and from external forces.

The illustration on this page shows some ways to cushion several fragile items to be packaged together. The items can be individually wrapped in paper or foam packing material and boxed separately. The boxes can be fortified by surrounding them with corrugated cardboard stiffeners. The boxes can then be placed in the external container and cushioned on all sides and on the top and bottom with styrofoam particles or "peanuts."

Concentrated heavy items should not be packed with fragile items unless they are carefully separated. Heavy items must be adequately blocked or stabilized.

Customs Forms PS 2976

123.711 Preparation by Sender
A sender completes PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label), by:

a. Providing a complete description of each article in the item, even if it contains commercial samples, documents, gifts, or merchandise. General descriptions such as "food," "medicine," "gifts," or "clothing" are not acceptable. The description must be in English, although an interline translation in another language is permitted.

b. Stating the exact quantity of each article in the item.

c. Declaring the value, in U.S. dollars, of each article in the item. The sender may declare that the contents have no value (declaring no value does not exempt an item from customs examination or charges in the destination country).

d. Showing the total weight of the item, if known.

Customs Forms PS 2976

e. Indicating in the appropriate check box on the form whether the item contains gifts, merchandise, or commercial samples. If not, the sender does not check these boxes.

f. Entering the sender’s full name and address and the addressee’s full name and address in the blocks indicated.

g. Signing and dating in the blocks indicated on both parts of the form. The sender’s signature certifies that all entries are correct and that the item contains no dangerous material prohibited by postal regulations.

h. Affixing the form to the address side of the item and presenting it for
mailing.

LC596485029US

Do not duplicate without USPS approval.

United States Postal Service
Customs - CN 22 *(Old C 1)*
May be opened officially (Peut être ouvert d'office)
See Instructions on Reverse

Cut

Detailed Description of Contents	Value *(US $)*
Shirt, 1	$20.00
Shoes, 1 pair	$ 50.00
Weight *(Poids)*	Total $70.00

[X] Gift *(Cadeau)* [ ] Merchandise *(Marchandises)* [ ] Commercial Sample

I certify that this item does not contain any dangerous article prohibited by postal regulations.

John Smith
(Signature)

PS Form **2976,** June 1997 **CN 22** *(Old C 1)*

LC596485029US

Customs - CN 22 *(Old C 1)* **Sender's Declaration**

I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations. This copy will be retained at the post office for 30 days.

Sender's Name & Address *(Nom et adress de l'expéditeur)*

John Smith
3/127th Inf. Bn
CMR 523, Box 300
APO AE 09123-0300

Addressee's Name & Address *(Nom et adress du destinataire)*

Mom Smith
1234 Monster Ave.
Frankenstein, IL 45678

Signature: John Smith

Date: Feb 14, 03

Detached from PS Form **2976,** June 1997

Post Office Copy

Customs Forms PS 2976-A

123.721 Preparation by Sender
A sender completes PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72* (Old C 2/CP 3/CP 2), by:

a. Providing the names and addresses of the sender and addressee.

b. Providing information about the contents of the parcel or item. (If there is insufficient space on the customs declaration form to list all contents of the parcel or item, a second form is used to continue listing the contents. The first form must be annotated to indicate two forms. Both forms are placed into PS Form 2976-E (envelope).) The sender lists this information by:

(1) Providing a complete description of each article in the parcel or each item, even if it contains commercial samples, documents, gifts, or merchandise. General descriptions such as “food,” “medicine,” “gifts,” or “clothing” are not acceptable. The description must be in English, although an interline translation in another language is permitted.

(2) Showing the exact quantity of each article in

(3) Declaring the value, in U.S. dollars, of each article in the parcel or item. The sender may declare that the contents have no value (declaring no value does not exempt the parcel or item from customs examination or charges in the destination country).

(4) Showing the net weight of each article in the parcel or item.

c. Indicating in the appropriate check box on the form whether the parcel or item contains commercial samples, documents, gifts, or merchandise. If not, the sender does not check these boxes.

d. For parcel post only, providing disposal instructions in the event that a parcel cannot be delivered. The sender checks the appropriate box on the form to indicate whether the parcel is to be returned, treated as abandoned, or forwarded to an alternate address. (Undeliverable parcels returned to the sender are subject to collection on delivery of return postage and any other charge assessed by the foreign postal authorities. The sender must check the box "Abandon" for any parcel for which the sender is unwilling to pay return postage.)

e. Signing and dating the form in the block indicated. The sender's signature certifies that all entries are correct and that the parcel or item contains no dangerous material prohibited by postal regulations.

f. Presenting the parcel post package or item for mailing at a post office and affixing PS Form 2976-A according to the class of mail, as follows:

(1) For parcel post, the sender must not place PS Form 2976-A inside PS Form 2976-E (envelope) before the postal acceptance employee completes the required information described in 123.722. After the postal employee completes PS Form 2976-A, the sender places the form inside PS Form 2976-E and affixes it to the outside of the parcel.

(2) For an item other than parcel post (i.e., letter-post items) valued at $400 or more, the sender places PS Form 2976-A inside the item before the postal employee accepts the item. If the sender does not want to show on the outside wrapper the contents of letter-post items, the sender affixes the upper-left part of PS Form 2976 to the wrapper and completes PS Form 2976-A and encloses it in the item.

United States Postal Service

Customs Declaration and Dispatch Note

CP511077790US

Sender's Name and Address *(Nom et adresse de l'expéditeur)*

John Smith
3/127th Inf. Bn
CMR 523, Box 300
APO AE 09123-0300

Addressee's Name and Address *(Nom et adresse du destinataire)*

Mom Smith
1234 Monster Ave.
Frankenstein, IL 45678

List of Contents *(Désignation du contenu)* Please Print	Qty.	Value *(Valeur)*	Net Weight *(Poids net)*
Shirt	**1**	**$20.00**	**1lb**
Shoes	**1 PR**	**$ 50.00**	**2 lb**
BOOK, "Lost Valley"	**1**	**$20.00**	**1lb**

Insured No.	Insured Amount	SDR Insured Value	Postage	Gross Weight
V-	US $		US $	lb oz

Check One: ☐ Commercial Sample *(Echantillon commercial)* ☐ Documents ☒ Gift *(Cadeau)* ☐ Merchandise

x

Sender's Instructions in Case of Nondelivery
(Instructions de l'expéditeur en cas de non-livraison)

☒ Return to Sender *(Renvoyer à l'origine)*
NOTE: Item subject to return charges at sender's expense.

☒ Abandon *(Abandonner)*

☒ Redirect to Address Below *(Réexpédier à):*

Sister Smith
4567 Mummy St.
Frankenstein, IL 45678

Sender's Signature and Date *(Signature de l'expéditeur et date)*

John Smith **Feb 14, 03**

I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations.

Notice to senders: Copy 4 of this customs declaration is filed at the post office for 30 days from the date of mailing.

PS Form **2976-A,** Nov 1996
CP 72 *(Old C2/CP3/CP2)*

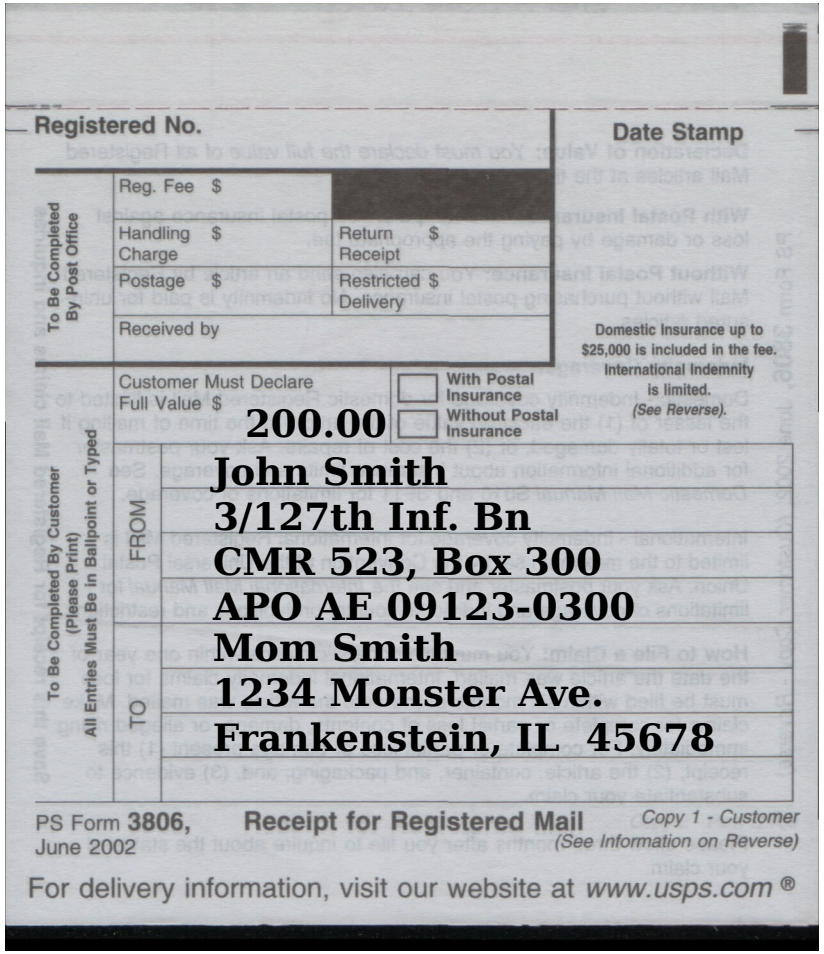
Do not duplicate form without USPS approval. 102595-01-P-1096 Copy 1 - Customs Declaration

Postal Insurance For

Certified Mail Form

Mom Smith
1234 Monster Ave.
Frankenstein, IL 45678

Registered Mail For



Registered No.

Date Stamp

To Be Completed By Post Office

Reg. Fee $

Handling Charge $

Return Receipt $

Postage $

Restricted Delivery $

Received by

Domestic Insurance up to $25,000 is included in the fee. International Indemnity is limited. *(See Reverse).*

To Be Completed By Customer (Please Print) All Entries Must Be in Ballpoint or Typed

Customer Must Declare Full Value $ **200.00**

☐ With Postal Insurance

☐ Without Postal Insurance

FROM

John Smith
3/127th Inf. Bn
CMR 523, Box 300
APO AE 09123-0300

TO

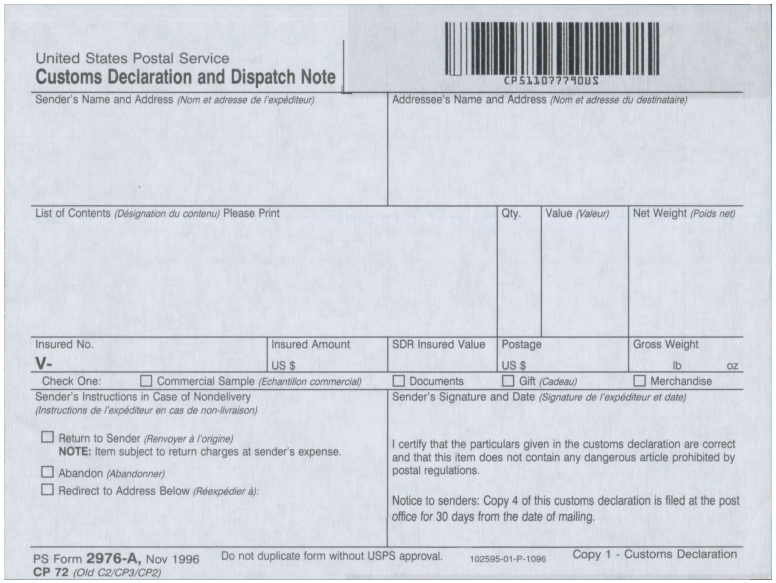
Mom Smith
1234 Monster Ave.
Frankenstein, IL 45678

PS Form **3806**, June 2002 **Receipt for Registered Mail**

Copy 1 - Customer
(See Information on Reverse)

For delivery information, visit our website at *www.usps.com* ®

Format for IDS parcels is the s
as with letter correspondence,
however, a custom form is req



United States Postal Service
Customs Declaration and Dispatch Note

CP511077790US

Sender's Name and Address *(Nom et adresse de l'expéditeur)*

Addressee's Name and Address *(Nom et adresse du destinataire)*

List of Contents *(Désignation du contenu)* Please Print | Qty. | Value *(Valeur)* | Net Weight *(Poids net)*

Insured No. V- | Insured Amount US $ | SDR Insured Value | Postage US $ | Gross Weight lb oz

Check One: ☐ Commercial Sample *(Echantillon commercial)* ☐ Documents ☐ Gift *(Cadeau)* ☐ Merchandise

Sender's Instructions in Case of Nondelivery *(Instructions de l'expéditeur en cas de non-livraison)*

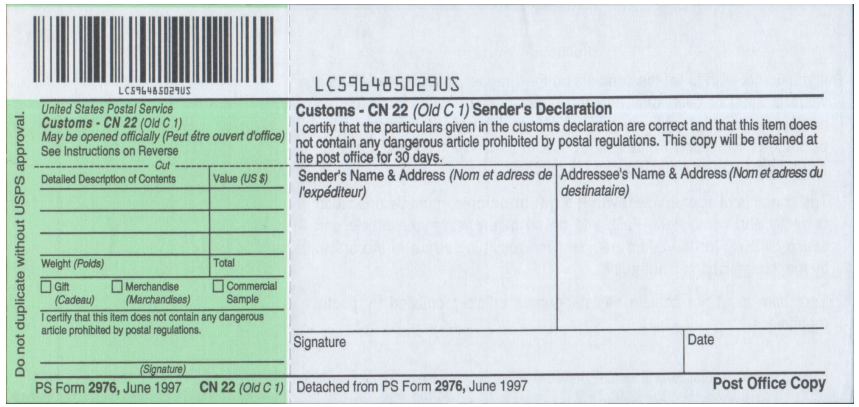
☐ Return to Sender *(Renvoyer à l'origine)*
NOTE: Item subject to return charges at sender's expense.
☐ Abandon *(Abandonner)*
☐ Redirect to Address Below *(Réexpédier à)*:

Sender's Signature and Date *(Signature de l'expéditeur et date)*

I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations.

Notice to senders: Copy 4 of this customs declaration is filed at the post office for 30 days from the date of mailing.

PS Form **2976-A,** Nov 1996 Do not duplicate form without USPS approval. 102595-01-P-1096 Copy 1 - Customs Declaration
CP 72 *(Old C2/CP3/CP2)*



LC596485029US

LC596485029US

Do not duplicate without USPS approval.

United States Postal Service
***Customs - CN 22** (Old C 1)*
May be opened officially (Peut être ouvert d'office)
See Instructions on Reverse

Cut

Detailed Description of Contents | Value *(US $)*

Weight *(Poids)* | Total

☐ Gift *(Cadeau)* ☐ Merchandise *(Marchandises)* ☐ Commercial Sample

I certify that this item does not contain any dangerous article prohibited by postal regulations.

(Signature)

Customs - CN 22 *(Old C 1)* **Sender's Declaration**
I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations. This copy will be retained at the post office for 30 days.

Sender's Name & Address *(Nom et adress de l'expéditeur)*

Addressee's Name & Address *(Nom et adress du destinataire)*

Signature | Date

PS Form **2976,** June 1997 **CN 22** *(Old C 1)* Detached from PS Form **2976,** June 1997 **Post Office Copy**

QUESTIONS

More information on the internet at:

WWW.USPS.COM